

Gleaners' Online Ordering System User Manual



Primarius Web Window (PWW)

February 2012

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Benefits

- Connects to live data which means that the available quantities are current.
- Able to print a shopping list.
- Able to place your order on line.
- Able to enter your statistics on line.
- Able to check on orders, statements, invoices, grants, and allocations. On many of the tables (such as Statements, Invoices, Orders, Statistics) double left clicking on the line will produce a new window with more details.
- Some of the agency information will also be displayed graphically. *Note: these features will only be available from the start date of the new online ordering system.*
- Each individual has a unique user name and password which not only identifies who has completed which agency process but also increases agency account security.

Adobe Software

To view or print many of these items you will need to have installed on your computer the free software called [Adobe Reader](#). You can find this at <http://www.adobe.com>

Reminders

- Use the [Logout](#) link in the upper right hand corner to close your Online Web Ordering session.
- When on a particular page, use the [Help](#) link in the upper right hand corner to clarify frequently asked questions.
- Your partner relations representative can assist you in answering questions regarding your agency's contents on the web.

Accessing the On Line Web Ordering System

You will begin the same by going to <http://www.gcfb.org>

- Partner Online Orders link at the top of the page OR
- Partner Agencies
 - Partner Online Orders



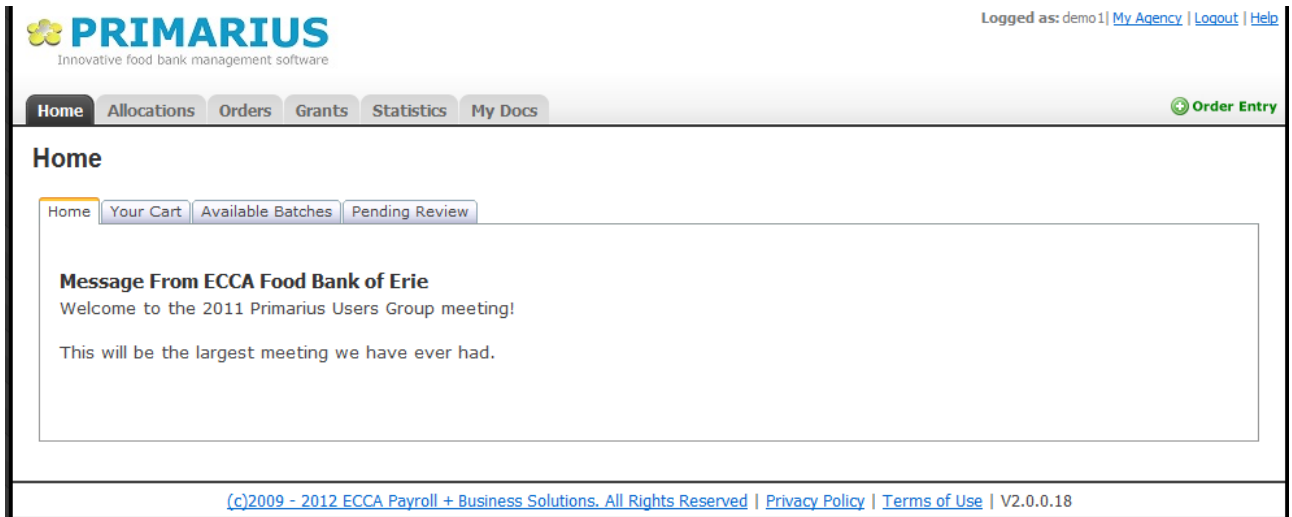
The next window will look a little different. Each person authorized to order food online will need to know:

- The Agency Number
- Their personal username
- Their personal password

The Home Page

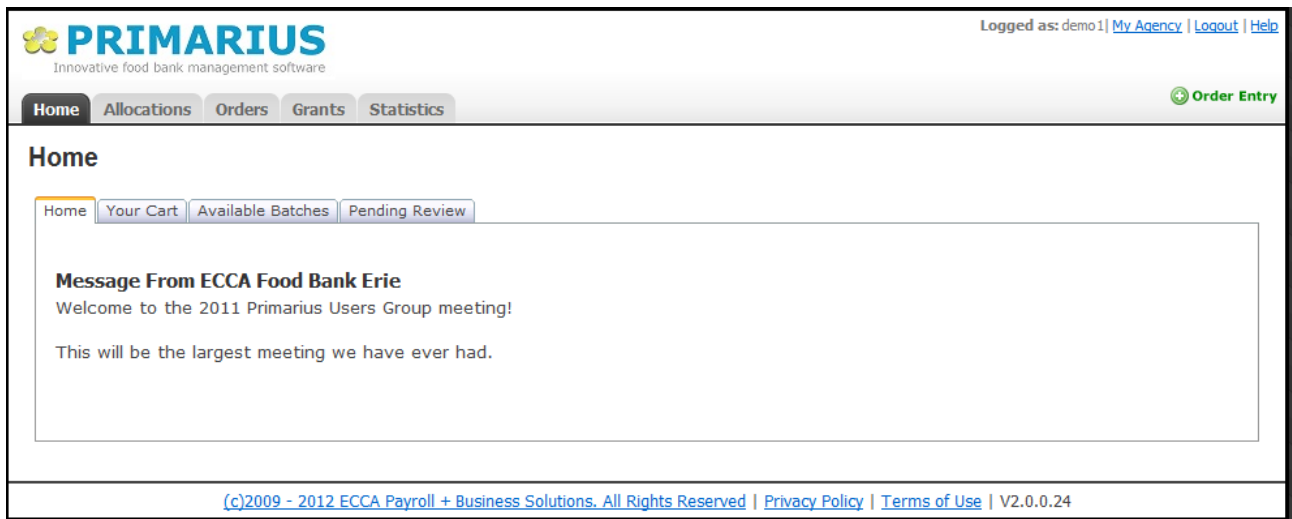
From the home page, you can view and directly access your shopping cart by using the 'Your Cart' tab. You can also select any of the other tabs to look at agency information. This informational handout will walk through all the tabs to describe what you will see.

Administrator View



The screenshot shows the PRIMARIUS web application interface. At the top left is the PRIMARIUS logo with the tagline "Innovative food bank management software". At the top right, it says "Logged as: demo1" with links for "My Agency", "Logout", and "Help". Below the logo is a navigation bar with tabs: "Home", "Allocations", "Orders", "Grants", "Statistics", and "My Docs". To the right of these tabs is a green button labeled "Order Entry". The main content area is titled "Home" and contains a sub-navigation bar with "Home", "Your Cart", "Available Batches", and "Pending Review". Below this is a message box titled "Message From ECCA Food Bank of Erie" with the text: "Welcome to the 2011 Primarius Users Group meeting! This will be the largest meeting we have ever had." At the bottom of the page is a footer with the text: "(c)2009 - 2012 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V2.0.0.18".

Order Entry View



The screenshot shows the PRIMARIUS web application interface in the Order Entry view. The layout is similar to the Administrator View, but the navigation bar only includes "Home", "Allocations", "Orders", "Grants", and "Statistics". The "Order Entry" button is still present. The main content area is titled "Home" and contains the same sub-navigation bar and message box as the Administrator View. The footer text is: "(c)2009 - 2012 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V2.0.0.24".

AGENCY INFORMATION

If you click on the [My Agency](#) link in the upper right-hand corner, you will see:

Administrator View

PRIMARIUS
Innovative food bank management software

Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#) [Allocations](#) [Orders](#) [Grants](#) [Statistics](#) [My Docs](#) [Order Entry](#)

ANTIOCH TABERNACLE

[Agency Info](#) [Locations](#) [Contacts](#) [Hours](#) [Open AR](#) [Service Info](#)

Contact:	Brian Drumm	Agency Size:	**NONE**
Address:	7910 NORTH STREET Erie, PA 16945-2084	PantrySize:	Over 200 families
Phone:	(814)725-7225	OnSite Size:	31-75 individuals
Email:		Inactive?	No
Next Monitored:	3/18/2012	Suspended?	No
Last Monitored:	3/18/2010	Serve Onsite?	Yes
Last Site Visit:	3/18/2010	Serve Offsite?	Yes
		Balance:	\$644.00
		Last Paid:	12/22/2011

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Order Entry View

PRIMARIUS
Innovative food bank management software

Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#) [Allocations](#) [Orders](#) [Grants](#) [Statistics](#) [Order Entry](#)

ANTIOCH TABERNACLE

[Agency Info](#) [Locations](#) [Contacts](#) [Hours](#)

Contact:	Brian Drumm	Agency Size:	**NONE**
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Phone:	(814)725-7225	OnSite Size:	31-75 individuals
Email:		Inactive?	No
Next Monitored:	3/18/2012	Suspended?	No
Last Monitored:	3/18/2010	Serve Onsite?	Yes
Last Site Visit:	3/18/2010	Serve Offsite?	Yes

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Note the tabs in the lower window pane –

- Agency Info – Administrator & Order Entry Views
- Locations – Administrator & Order Entry Views
- Contacts– Administrator & Order Entry Views
- Hours– Administrator & Order Entry Views
- Open AR – Administrator View
- Service Info – Administrator View

These tab windows will show you what information Gleaners has recorded on your partner agency file.

Locations Tab

The addresses listed are the different addresses that Gleaners has on file for your agency.


Innovative food bank management software

Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#)
[Allocations](#)
[Orders](#)
[Grants](#)
[Statistics](#)
[My Docs](#)
Order Entry

ANTIOCH TABERNACLE

[Agency Info](#)
[Locations](#)
[Contacts](#)
[Hours](#)
[Open AR](#)
[Service Info](#)

Addresses

Type	Name	Address	Address 2	City	State	Zip
Bill To	LOU ROBERTS	P O BOX 5780		Erie	PA	16494-7435
Admin	DOROTHY HECKSTALL	3970 NORTH STREET		Erie	PA	16463-1783
Contact	DOROTHY HECKSTALL	1930 NORTH STREET		Erie	PA	16023-2528

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Contacts Tab

The contacts listed are the different contacts that Gleaners has on file for your agency.


Innovative food bank management software

Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#)
[Allocations](#)
[Orders](#)
[Grants](#)
[Statistics](#)
[My Docs](#)
Order Entry

ANTIOCH TABERNACLE

[Agency Info](#)
[Locations](#)
[Contacts](#)
[Hours](#)
[Open AR](#)
[Service Info](#)

Contacts

Type	Name	Phone	Ext.	E-mail	Authorized?	Can Pickup?	Can Order?
Admin	Charles Wurst	(814)455-1556			No	No	No
Contact	Gene Heise	(814)454-3932			Yes	Yes	Yes
Authorized	Todd Bourne	(814)870-8579			Yes	Yes	Yes
Authorized	Art Weibel	(814)663-7187			Yes	Yes	Yes
Authorized	Richard Shupenko				Yes	Yes	Yes
Authorized	Kathleen Cox	(814)825-6467			No	No	No
Authorized	Charles Roderick				Yes	Yes	No
Authorized	David Battaglia				Yes	Yes	No
Authorized	Kevin Przybyszewski				Yes	Yes	No
Authorized	Armanda Totleben				No	No	No
POL Order	mike mahler			mmahler@goecca.com	No	No	No
POL Order	johauna glover			johaunarei@hotmail.com	No	No	No

Hours Tab

These are your agency's business hours that Gleaners has on file.

The screenshot shows the PRIMARIUS web application interface. At the top, the logo and tagline "Innovative food bank management software" are visible. The user is logged in as "demo1". The navigation bar includes links for Home, Allocations, Orders, Grants, Statistics, My Docs, and Order Entry. The main content area is titled "ANTIOCH TABERNACLE" and has tabs for Agency Info, Locations, Contacts, Hours (selected), Open AR, and Service Info. The "Hours of Operation" section displays a table with the following data:

Day	Hours
Sunday	Closed
Monday	11:00 - 1:00
Tuesday	11:00 - 1:00
Wednesday	11:00 - 1:00
Thursday	11:00 - 1:00
Friday	Closed
Saturday	Closed

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Open AR Tab

Shows **Administrators** if the order:

- Is Open or Closed
- Has been Reviewed by Gleaners
- Has been Picked (selected) by Gleaners
- Has a Balance

The screenshot shows the PRIMARIUS web application interface with the "Open AR" tab selected. The main content area is titled "ANTIOCH TABERNACLE" and has tabs for Agency Info, Locations, Contacts, Hours, Open AR (selected), and Service Info. The "Open Account Receivables" section displays a table with the following data:

OrderRef	Status	Entered	Delivered/Pickuped	Reviewed?	Picked?	Balance
138443	Open	08/01/2011	08/03/2011	Yes	No	\$54.90
138466	Open	10/17/2011	10/11/2011	No	No	\$23.76
136908	Closed	06/30/2011	07/01/2011	Yes	Yes	\$594.00
137065	Closed	07/06/2011	07/07/2011	Yes	Yes	\$50.00
						\$722.66

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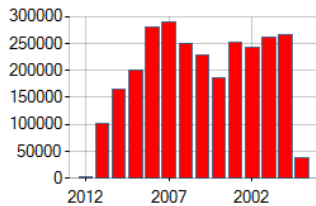
Service Info Tab

Displays to **Administrators** different graphs and charts based on the Partner Agency's Statistics.

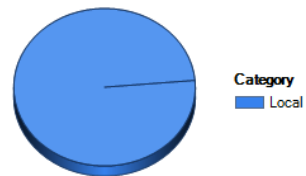
ANTIOCH TABERNACLE

Agency Info Locations Contacts Hours Open AR Service Info

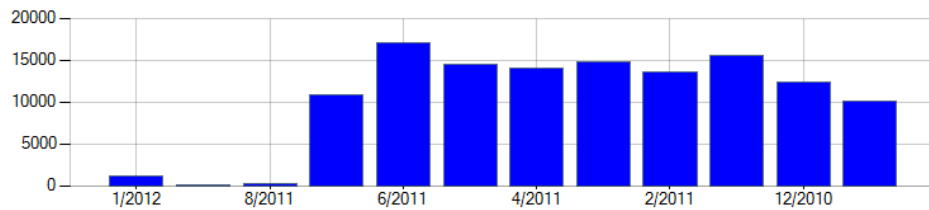
Total Pounds Distributed



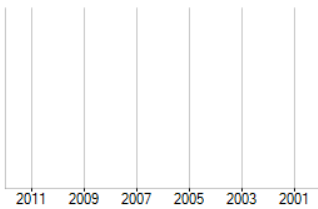
Pounds Distributed by Category (YTD)



Pounds Distributed



Total Meals Served



Total People Helped



Community Service



PLACING AN ORDER

The Home page:

Administrator View

PRIMARIUS
Innovative food bank management software

Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#) [Allocations](#) [Orders](#) [Grants](#) [Statistics](#) [My Docs](#) [+ Order Entry](#)

Home

[Home](#) [Your Cart](#) [Available Batches](#) [Pending Review](#)

Message From ECCA Food Bank of Erie
Welcome to the 2011 Primarius Users Group meeting!

This will be the largest meeting we have ever had.

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Order Entry View

PRIMARIUS
Innovative food bank management software

Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#) [Allocations](#) [Orders](#) [Grants](#) [Statistics](#) [+ Order Entry](#)

Home

[Home](#) [Your Cart](#) [Available Batches](#) [Pending Review](#)

Message From ECCA Food Bank Erie
Welcome to the 2011 Primarius Users Group meeting!

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Select the **+ Order Entry** on the right side of the screen to open up the shopping list:

PRIMARIUS
Innovative food bank management software

Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#) [Allocations](#) [Orders](#) [Grants](#) [Statistics](#) [My Docs](#) [+ Order Entry](#)

[Print Shopping List](#) [Print Cart](#) [View Cart](#)

Item Count: 0 Total Weight: 0 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00
Grants Applied: \$0.00 Payments: \$0.00 Balance: \$0.00

Search: ☐ Free Food Only Page size: 20

Ref	Product	★ Storage	★ Type	★ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	
10010	CME PIZZA ASSORTED	Frozen	06-COMPLETED MEALS/ENTREES	Local	\$5.40	\$0.00	Case	30	12760	Yes		✗
10525	BEV COFFEE DECAF (5 CASE LIMIT)	Dry	03-BEVERAGES (NOT COVERED BY GRANT)	Local	\$1.80	\$0.00	Case	10	55	Yes		✗
10806	RIC RICE	Dry	24-RICE	Local	\$3.96	\$0.00	Case	22	43	Yes		✗
11069	DAI YOGURT GREEK	Refrigerated	07-DAIRY PRODUCTS	Local	\$2.34	\$0.00	Case	13	57	Yes		✗
11282	CER HONEY & OAT BLENDERS (6 CS LIMIT)	Dry	05-CEREAL	S/H Local	\$3.06	\$0.00	Case	17	11	Yes		✗
11387	CER CINNAMON TOASTERS CEREAL (6 CS LIMIT)	Dry	05-CEREAL	S/H Local	\$2.88	\$0.00	Case	16	59	Yes		✗

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Note the three buttons:

- **Print Shopping List:** Select to print a shopping list.
- **Print Cart:** Select to print the items in the cart.
- **View Cart:** Select to view the items within the cart.

The **Search textbox**  allows you to type in the product name or the product reference number to search the shopping list for that particular item.

The **Ref (reference)** column contains the item number. Clicking on the product reference number



will bring up a new window containing the product details and the product photo (if available).

Place quantity of item in the **Qty Textbox** and either tab or select another **Qty** box by moving the mouse cursor. While the system is placing the item in your cart you will see  **Wait...** above the available column.

The **Red X**  selection will delete the item quantity from the cart.

The **starred columns (★)** indicate columns that the Shopping List can be sorted on. Clicking on the **underlined word** will sort the column in ascending or descending order. Keep clicking the word until you get the view you want. *Note the small arrow*  indicating an ascending selection (smallest number to largest number or alphabetical).

Item Count: 0

Total Weight: 0

Purchase Cost: \$0.00

Service Fees: \$0.00

Total Cost: \$0.00

Grants Applied: \$0.00

Payments: \$0.00

Balance: \$0.00

Search:

☐ Free Food Only

Search

Page size: 20

Ref	Product	★ Storage	★ Type ▼	★ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	
71005	NFI BABY WIPES (3 CS LIMIT)	Dry	01-ASSORTED NON-FOOD ITEMS* (NOT COVERED BY GRANT)	Local	\$1.26	\$0.00	Case	7	15	No		✖
12123	BAB BABY FOOD	Dry	02-BABY	S/H National	\$1.08	\$0.00	Case	6	374	Yes		✖

Clicking on the **Star (★)** in the Type Column creates a drop down list so you can select the category you want.

At the bottom of the list you will see **Apply** so that the column will only show those items or **Reset** to erase previous selections.

Then you will only see what is filtered and the **Star (★)** turns **yellow** indicating a filter is on:

Clicking on the **Yellow Star (★)** and selecting **Reset** at the bottom of the column will remove the filter.

On the shopping list, more product information can be found by clicking on the reference number

Ref	Product
12123	BAB BABY FOOD APPLES 

or the camera icon (when available)


Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#)
[Allocations](#)
[Orders](#)
[Grants](#)
[Statistics](#)
Order Entry

[Print Shopping List](#)
[Print Cart](#)
[View Cart](#)

Item Count: 0 Total Weight: 0 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00
Grants Applied: \$0.00 Payments: \$0.00 Balance: \$0.00

Search: ☐ Free Food Only [Search](#) [Reset](#) Page size: 20

Ref	Product	★ Storage	★ Type	★ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	
12123	BAB BABY FOOD APPLES 	Dry	02-BABY FOOD/FORMULA	S/H National	\$1.08	\$0.00	Case	6	300	Yes		✖
12504	BAB OATMEAL BABY FOOD 	Dry	02-BABY FOOD/FORMULA	Local	\$0.72	\$0.00	Case	4	1	Yes		✖
71005	NFI BABY WIPES (3 CS LIMIT) 	Dry	01-ASSORTED NON-FOOD ITEMS* (NOT COVERED BY GRANT)	Local	\$1.26	\$0.00	Case	7	17	No		✖

[< Prev](#) [1](#) [Next >](#) | Page 1 of 1

[Print Shopping List](#)
[Print Cart](#)
[View Cart](#)

A product detail page will show with the product image when available.

Product Details

12123 - BAB BABY FOOD APPLES

Category: S/H National
Storage: Dry
Second Harvest Type: f Manufacturers-Processors
Packaging: (4)6 count
On Hand: 300
Unit Weight: 6
Unit Measure: Case
Price Per: \$1.08
Description:

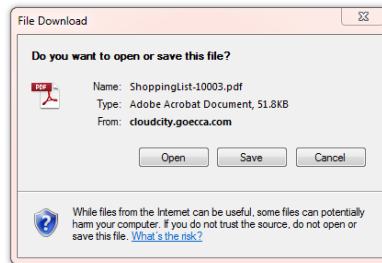


Print Shopping List Button

To print a shopping list, select the **Print Shopping List** button.

A new web window will appear with the following message

Select **Open** button



A printable shopping list will appear:



Shopping List

ANTIOCH TABERNACLE

Date Printed: 1/9/2012 At 2:41 PM

*Item availability may change prior to ordering.

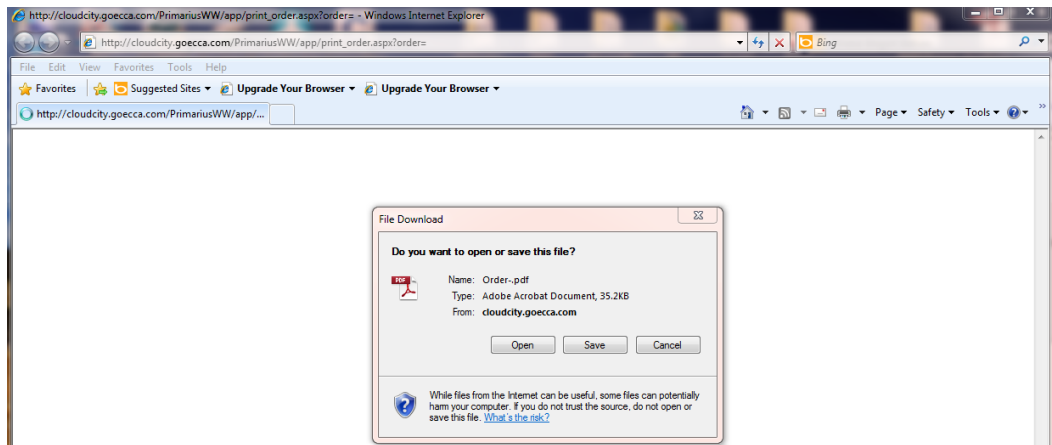
Ref	Product	Category	Storage	Type	Weight	Available
10010	CME PIZZA ASSORTED	Local	Frozen	06-COMPLETED MEALS/ENTREES	30	12760
10525	BEV COFFEE DECAF (5 CASE LIMIT)	Local	Dry	03-BEVERAGES (NOT COVERED BY GRANT)	10	55
10806	RIC RICE	Local	Dry	24-RICE	22	43
11069	DAI YOGURT GREEK	Local	Refrigerated	07-DAIRY PRODUCTS	13	57
11282	CER HONEY & OAT BLENDE (6 CS LIMIT)	S/H Local	Dry	05-CEREAL	17	11
11387	CER CINNAMON TOASTERS CEREAL (6 CS LIMIT)	S/H Local	Dry	05-CEREAL	16	59
11823	CER OATMEAL INSTANT	Local	Dry	05-CEREAL	3	1060
11953	SNA ANIMAL COOKIES	Local	Dry	COOKIES (NOT COVERED BY GRANT)	13	22

Print Cart Button

To print a shopping cart, select the **Print Cart** button.

A new web window will appear with the following message

Select **Open** button



A printable cart list will appear:



Order#

Order Placed: 11/10/2006
 Warehouse: ECCA-PUG2011
 Delivered/Picked Up: 11/10/2006 At 12:00 AM
 Deliver/Pick Up Location: No Del/PU Location

Product Ref	Product	Category	Quantity	Weight	Total Cost
No product found.					
			Totals: 0	0	\$0.00
			Grants Applied: \$0.00	Payments: \$0.00	Balance: \$0.00

View Cart Button

[Home](#)
[Allocations](#)
[Orders](#)
[Grants](#)
[Statistics](#)
[My Docs](#)

Order Entry

Order Ref #124694

Contact Information
Name:
Phone Number:
E-mail Address:
Comment:

Shipping/Delivery
Method: Agency Vehicle
Date:
Time:

Item Count: 1 Total Weight: 41 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00
Grants Applied: \$0.00 Payments: \$0.00 Balance: \$0.00

Ref	Product	Type	Weight	Category	Price	Available	Qty	
90815	USDA ROLLED OATS (B445)	USDA - DAUPHIN COUNTY ONLY	41	USDA Commodities	\$0.00	38	1	✖

[Shopping List](#)
[Checkout](#)

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The **Shipping/Delivery** information will automatically fill in - like it does on the POL - unless Gleaners is closed on your date. **Be sure to fill in the shipping date and times if it doesn't auto fill.**
The **Contact Information** will be removed from the live version.

[Home](#)
[Allocations](#)
[Orders](#)
[Grants](#)
[Statistics](#)
[My Docs](#)

Order Entry

Order Ref #124694

Contact Information
Name:
Phone Number:
E-mail Address:
Comment:

Shipping/Delivery
Method: Agency Vehicle
Date:
Time:

Item Count: 1 Total Weight: 41 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00
Grants Applied: \$0.00 Payments: \$0.00 Balance: \$0.00

Ref	Product	Type	Weight	Category	Price	Available	Qty	
90815	USDA ROLLED OATS (B445)	USDA - DAUPHIN COUNTY ONLY	41	USDA Commodities	\$0.00	38	1	✖

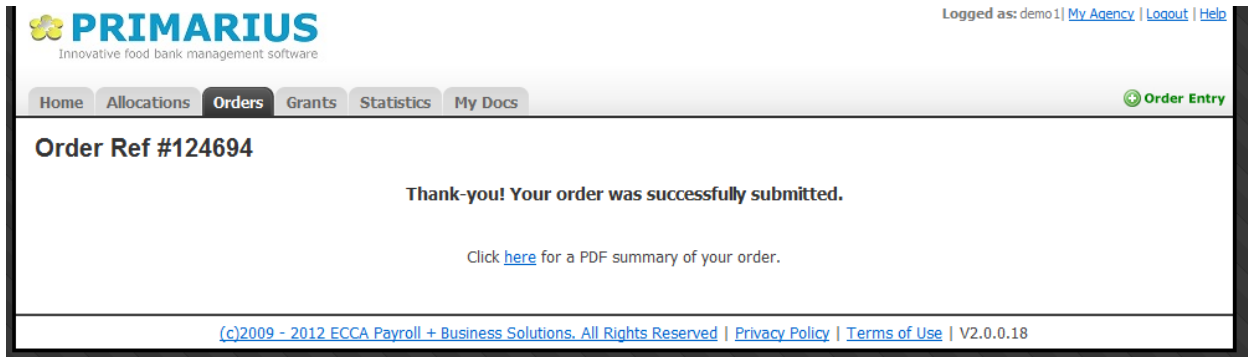
[Shopping List](#)
[Checkout](#)

Select the **Shopping List** button to return to the shopping list.

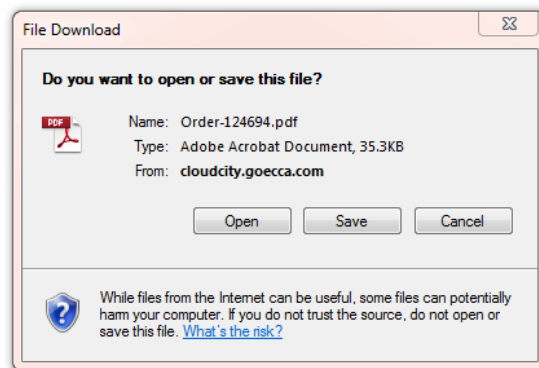
Select the **Checkout** button to submit your order to Gleaners.

The Checkout Button

After selecting the **Checkout** button, a successful submission will show the following message:



Clicking on the 'Click [here](#) for a PDF summary of your order' will show the following message:



Selecting the **Open** button will show the order summary:



Order# 124694

Order Placed: 1/9/2012
 Warehouse: ECCA-PUG2011
 Delivered/Picked Up: 1/13/2012 At 9:45 AM
 Deliver/Pick Up Location: No Del/PU Location

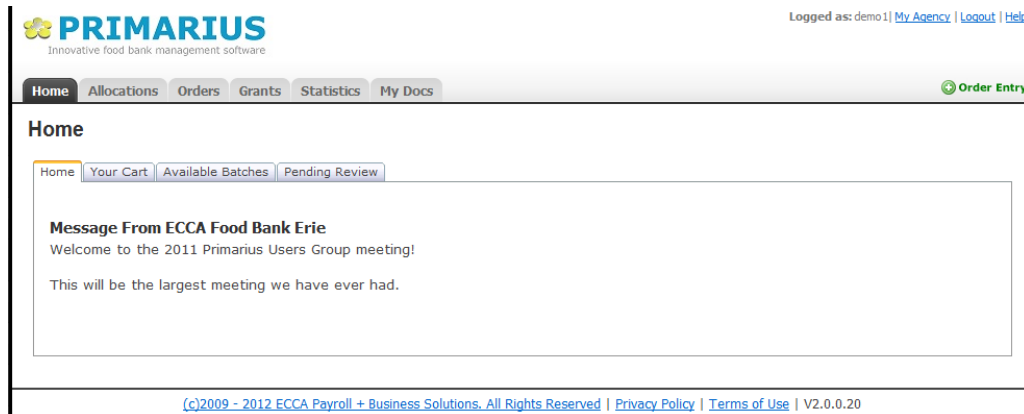
Product Ref	Product	Category	Quantity	Weight	Total Cost
90815	USDA ROLLED OATS (B445)	USDA	1	41	\$0.00
			Totals: 1	41	\$0.00
			Grants Applied: \$0.00	Payments: \$0.00	Balance: \$0.00

HOME SCREEN WINDOW

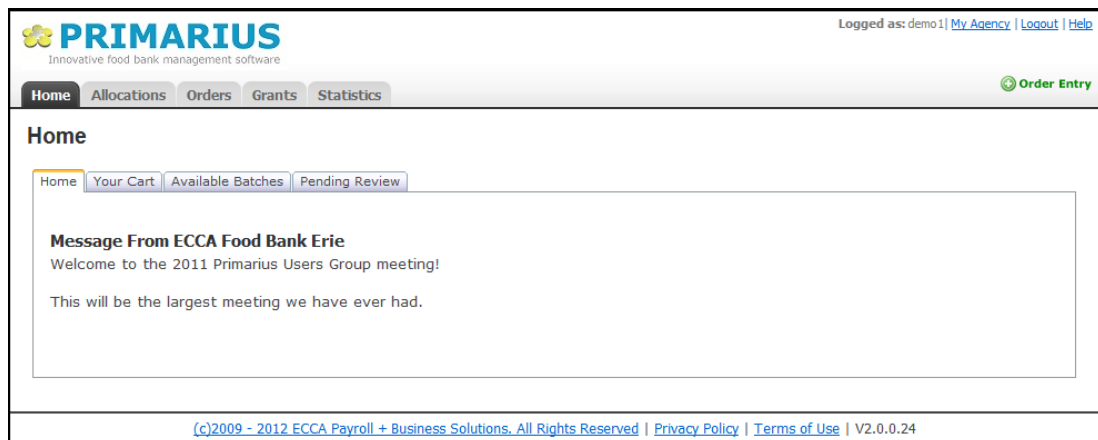
HOME - Home Tab

Displays messages from the food bank such as closed dates, recalls, etc. In addition, any relevant links to other web pages are displayed under the **Notable Links** heading.

Administrator View



Order Entry View



Note that only the Administrators can view the My Docs Tab

HOME -Your Cart Tab

Short cut to what is currently in your shopping cart. This tab window displays the current items in your cart along with basic summary detail. Click the **View Cart** button to go to the view cart window and either select the **Shopping List** button to continue the order or the **Checkout** button to begin submitting the order to Gleaners. If you do not have an order in process, click **Order Entry** to start a new order.

PRIMARIUS
Innovative food bank management software

Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#) [Allocations](#) [Orders](#) [Grants](#) [Statistics](#) [My Docs](#) [Order Entry](#)

Home

[Home](#) [Your Cart](#) [Available Batches](#) [Pending Review](#)

Item Count: 4 Total Weight: 190 Purchase Cost: \$0.00 Service Fees: \$34.20 Total Cost: \$34.20
Grants Applied: \$34.20 Payments: \$0.00 Balance: \$0.00

Ref	Product	Type	Quantity	Total Cost
10525	BEV COFFEE DECAF (5 CASE LIMIT)	03-BEVERAGES (NOT COVERED BY GRANT)	1	\$1.80
11282	CER HONEY & OAT BLENDERS (6 CS LIMIT)	05-CEREAL	5	\$15.30
10010	CME PIZZA ASSORTED	06-COMPLETED MEALS/ENTREES	1	\$5.40
11069	DAI YOGURT GREEK	07-DAIRY PRODUCTS	5	\$11.70

[View Cart](#)

HOME - Available Batches Tab

(if used) Displays any allocation batches that the food bank has made available. Click the desired batch to view the products that are available.

PRIMARIUS
Innovative food bank management software

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Batch Ref	Warehouse	Eff Date	Exp Date	Type
There are no available product batches at this time.				

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HOME - Pending Review Tab

(if used) Displays all products that have been accepted on an allocation batch and are awaiting the food bank to process.

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Batch Ref	Product Ref	Product	Quantity	Submitted
There are no available product batches at this time.				

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Allocations Tab

(If Used) This lists the product batches that are assigned to an agency


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Product Batches

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Status	Batch	Effective	Expiration	Warehouse	Type
No allocation batches were found for this agency.					

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Orders Tab

This lists all of the orders for your agency and their current status.

Left clicking on a table row (line) will bring up the order details.


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Orders

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Order	Status	Entered	Del/Pickup	Shipped Via	Reviewed?	Picked?	Picked	Released	Location	AR?
124695	Open	01/10/2012	01/11/2012	Agency Vehicle	No	No			No Del/PU Location	Y
124694	Open	01/09/2012	01/13/2012	Agency Vehicle	No	No			No Del/PU Location	N
124692	Open	01/06/2012	01/06/2012		No	No			No Del/PU Location	N
124690	Open	01/06/2012	01/27/2012	Agency Vehicle	No	No			No Del/PU Location	N
124682	Open	01/05/2012	01/26/2012	Agency Vehicle	No	No			No Del/PU Location	N
124681	Open	01/05/2012	01/27/2012	Agency Vehicle	No	No			No Del/PU Location	N
124680	Open	01/05/2012	01/05/2012		No	No			No Del/PU Location	N
124679	Open	01/04/2012	01/04/2012		No	No			No Del/PU Location	N
124677	Open	01/04/2012	01/27/2012	Agency Vehicle	No	No			No Del/PU Location	N
124676	Open	01/04/2012	01/04/2012		No	No			No Del/PU Location	N
138466	Open	10/17/2011	10/11/2011		Yes	No			No Del/PU Location	Y
138443	Open	08/01/2011	08/03/2011	Agency Vehicle	Yes	No	08/01/2011	08/01/2011	No Del/PU Location	Y
138299	Closed	07/27/2011	07/29/2011	Delivery	Yes	Yes	07/27/2011	07/27/2011	No Del/PU Location	N
138221	Closed	07/25/2011	07/27/2011	Agency Vehicle	Yes	Yes	07/25/2011	07/25/2011	No Del/PU Location	N
138154	Open	07/22/2011	08/24/2011	Agency Vehicle	Yes	No	07/22/2011	07/22/2011	No Del/PU Location	N
138136	Closed	07/22/2011	07/22/2011	Agency Vehicle	Yes	Yes	07/22/2011	07/22/2011	No Del/PU Location	N

Grants Tab

This lists the grants that have been applied to an agency with amounts used, initial balances, and remaining balances.

Name	Effective	Expiration	Active?	Initial Balance	Amount Used	Remaining Balance
DAUPHIN CO SFPP - PURCHASED	07/01/2011	06/30/2012	Yes	\$0.00	\$0.00	\$0.00
SFPP Dauphin County - Shared Maint.	07/01/2011	06/30/2012	Yes	\$23,000.00	\$1,967.76	\$21,032.24
TOTALS:				\$23,000.00	\$1,967.76	\$21,032.24

Statistics Tab

STATISTICS – Statistics Tab

This shows all the documented statistics that have been reported to Gleaners.

Left clicking on a table row (line) will bring up the statistic report details.

To Enter Statistics:

Select the Enter Statistics button

Enter Statistics

an enter statistics page will appear:

Category	Quantity	Comment
1-Households		
2-Duplicated Households		
5-Senior 60+		
4-Adult19-59		
3-Youth 0-18		
6-Total Individuals		
7-Meals		
9-Sup Adult19-59		

The format and labels will change on our unique system.

*Note that you can alter the numbers until you select the **Submit Statistics** button*

Submit Statistics

. After that, if corrections need to be made, contact your agency relations personnel.

STATISTICS – User Defined Tab

(If Used) User Defined information.

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 **Order Entry**

Agency Data

Statistics | **User Defined**

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Stat Date ▲	Meals Served	Males	Females	Total People	Comment
07/29/2011	0				
06/30/2011	0				
05/31/2011	0				
04/30/2011	0				
03/31/2011	0				
02/28/2011	0				
01/31/2011	0				
12/31/2010	0				
11/30/2010	0				
10/31/2010	0				
09/30/2010	0				
08/31/2010	0				
07/30/2010	0				
06/30/2010	0				

My Docs Tab

MY DOCS – Statements Tab

This window lists your agency's statements that have been published to view online – for **administrators** only.


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ANTIOCH TABERNACLE 's Documents

[Statements](#)
[Invoices](#)

Statements Page size: 20

File	Date Added
Statement for 8-31-2011.PDF	09/15/2011

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If you click on a file name (for example: [Statement for 8-31-2011.PDF](#)), you would see:

STATEMENT

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ECCA-PUG2011

PERIOD ENDING

08/31/2011

Thursday, September 15, 2011

10003

ANTIOCH TABERNACLE

Brian Drumm

P O BOX 5780

Erie PA 16494-7435

REMIT TO:

ECCA Food Bank

() -

ORDERS			PAYMENTS AND CREDITS				GRANTS	INVOICE
Date	Reference	Amount	Date	Check #	Discount	Applied	Total Applied	BALANCE
07/01/2011	136908	\$594.00						\$594.00
07/07/2011	137065	\$50.00						\$50.00
Total Balance:								\$644.00

CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL DUE
\$0.00	\$644.00	\$0.00	\$0.00	\$0.00	\$644.00

testing

AVAILABLE GRANTS AS OF 09/15/2011

DAU12

SFPP Dauphin County - Shared Maint.

Expires: 06/30/2012

\$21,261.20

MY DOCS – Invoices Tab

This window lists the invoices for your agency.

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ANTIOCH TABERNACLE 's Documents

[Statements](#) | **[Invoices](#)**

Invoices

Search: Page size: 20 ▾

File	Order Ref	Date Added	▲
No invoices found for this agency.			

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